User Manual(GMS-Online ACR, SES)

2015 Gwangju Summer Universiade

TIMS·Communications system

Development · Operation

Version 1.0

SK C&C 컨소시엄

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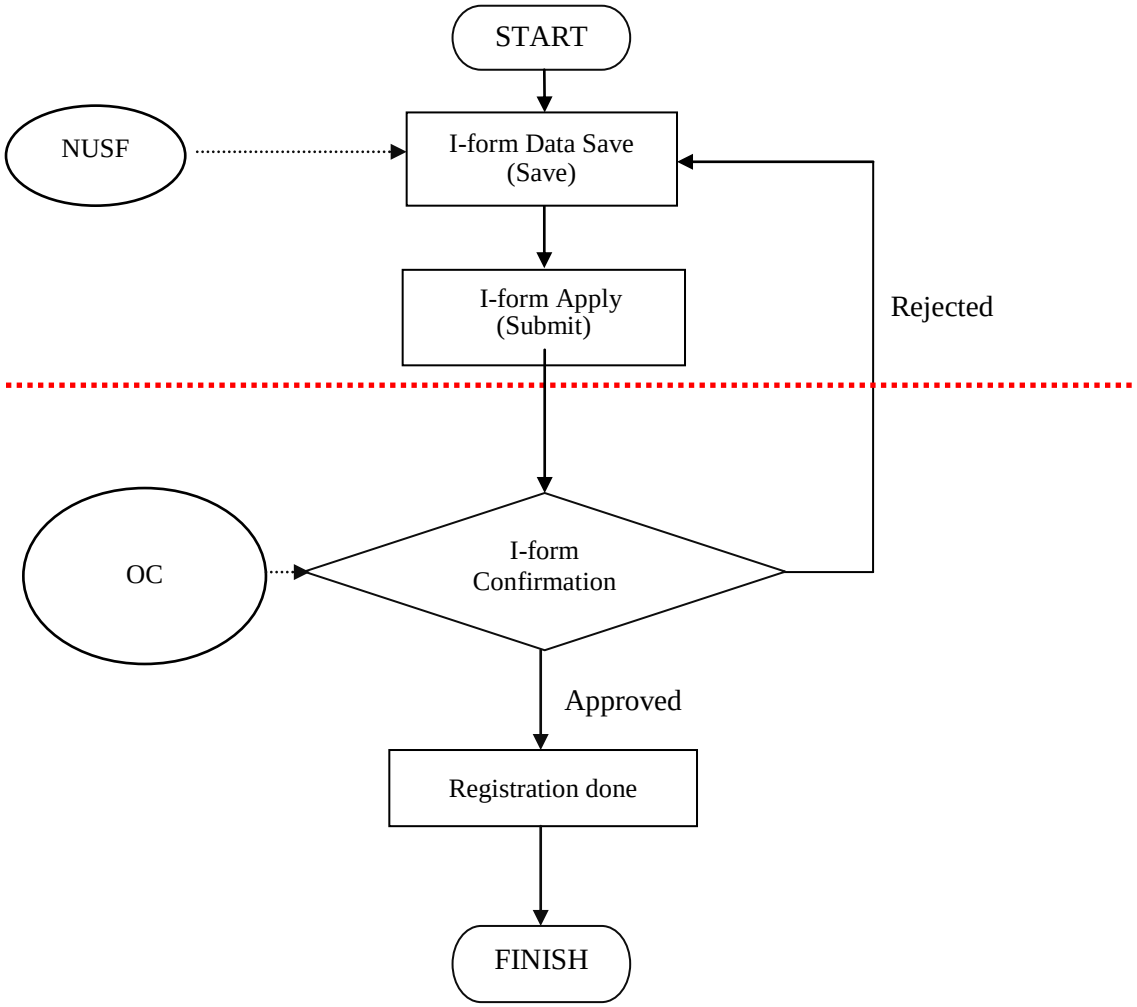
Summary of document

This document is developed as an instruction manual to support all the participants at 2015 Gwangju Summer Universiade to complete their accreditation using on-line accreditation system more efficiently.

1. On-line ACR, SES Form Registration flow and Procedure

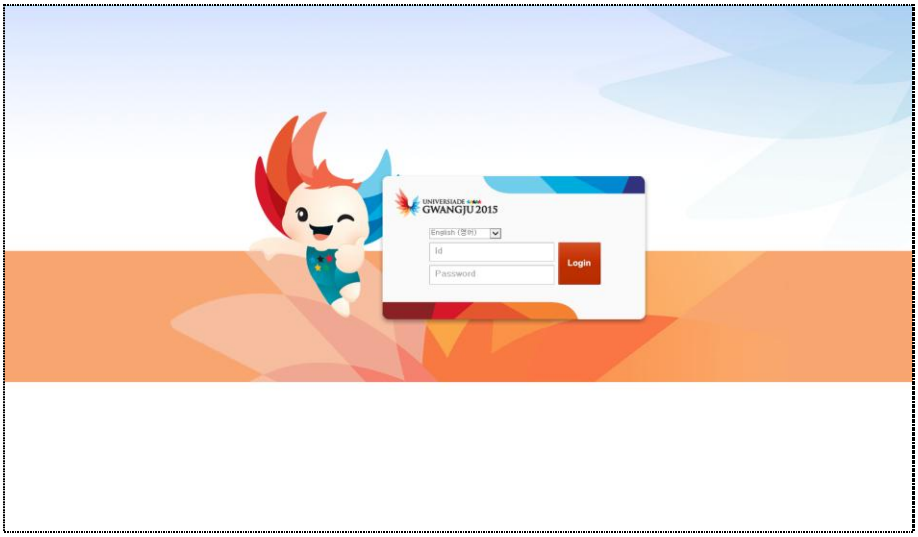
1.1. Registration flow and contents



Classifications	Contents
Save I-form	User fills in and saves I-Form in the on-line accreditation system.
Submit I-form	User must check that the completed form is accurate and the details entered are correct. *** Correction is not possible after submission**
Approve Registration	After checking the submitted form, the accreditation department and the sports department approve or confirm it. Accreditation details will be verified by the accreditation department and sports entry details will be verified by the sports department. Final approval for the submission will be made in conjunction with both departments' approvals. If any one of the departments rejects the form, it will not be approved. *** If rejected, the user can update the form to resubmit.**
Complete Registration	The I-Form approved by both departments to be transferred into accreditation database.

2.2 I-Form Registration procedure

1.1.1. Log on



➢ Please enter the online system at the following address:

- url : https://acr.gwangju2015.kr/onlineacr

➢ Type in the USER ID and PASSWORD at each box and log in.

※ **Web browser versions of IE 10 and Chrome are recommended. [Microsoft is no longer supporting IE version that works on Windows XP. In case you are using a system with OS Windows XP, we strongly suggest you use Chrome to avoid any problems in using our system]**

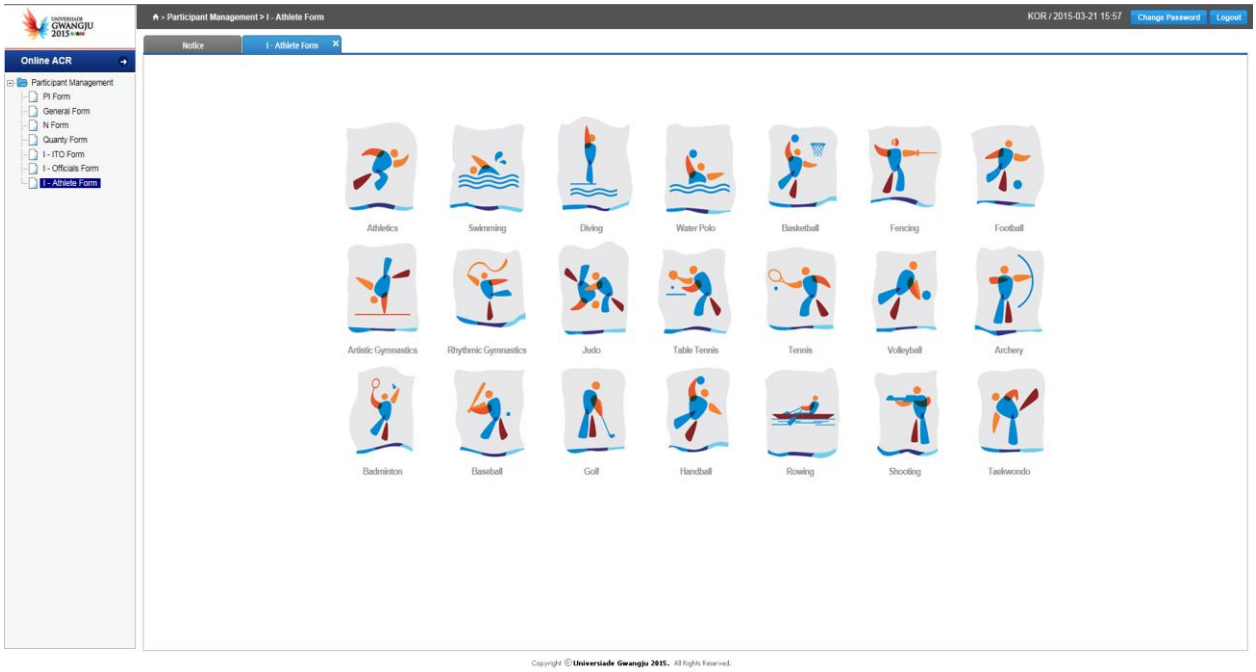
1.1.2. I – Athletes Form [I-1 ~ I-21] Registration

The screen below is where NUSF fills in I – Athletes Form

Please refer to the following procedure to fill in the I-Form

Access path	Participant Management > Entry Info Management

Step 1. Select sports

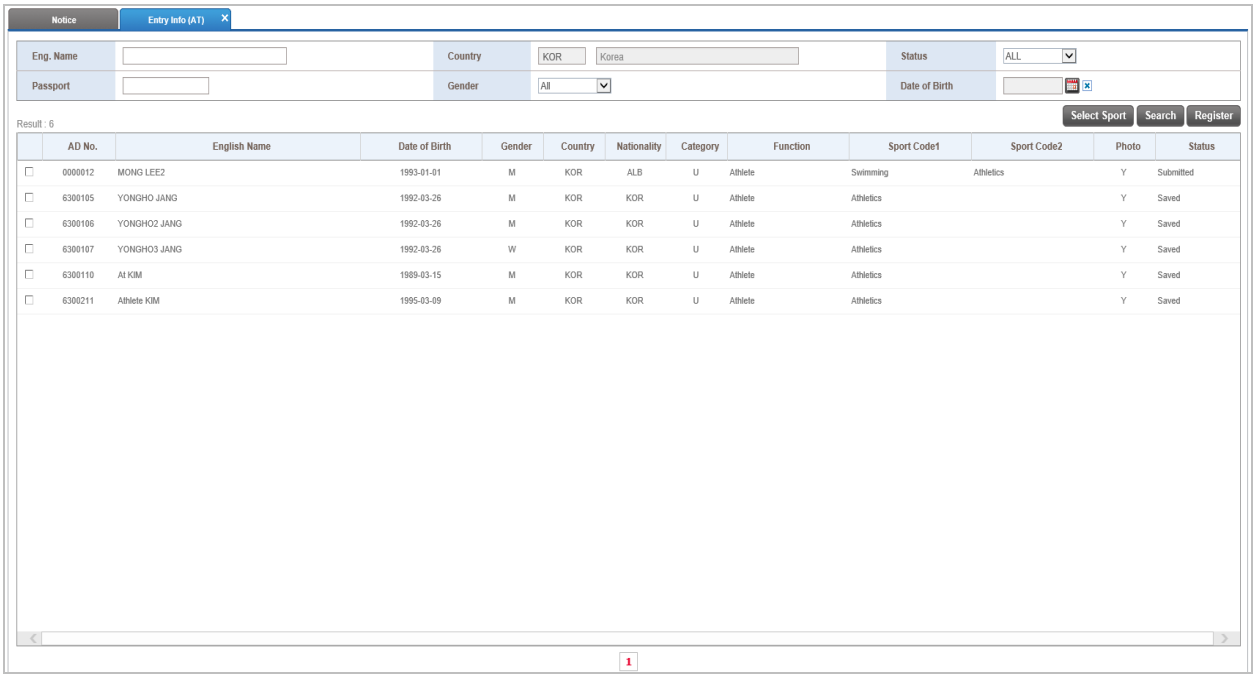


The above screen is for registering or searching an athlete.

Select the participating sport for the athlete.

Step 2. Participants List

Select Sport > Select AT(Athletics) > Participants List



When you select a sport, a search screen for the participating athletes(e.g. AT Athletics) will be displayed. You may enter keywords in the search conditions (e.g. name, registration status, passport number, gender, date of birth) to refine the list of participants displayed.

The field for NUSF country is pre-selected and you can search only for the participants from your NUSF.

[**Select Sport**] button : return to the sports selection screen
[**Register**] button : move to the registration screen

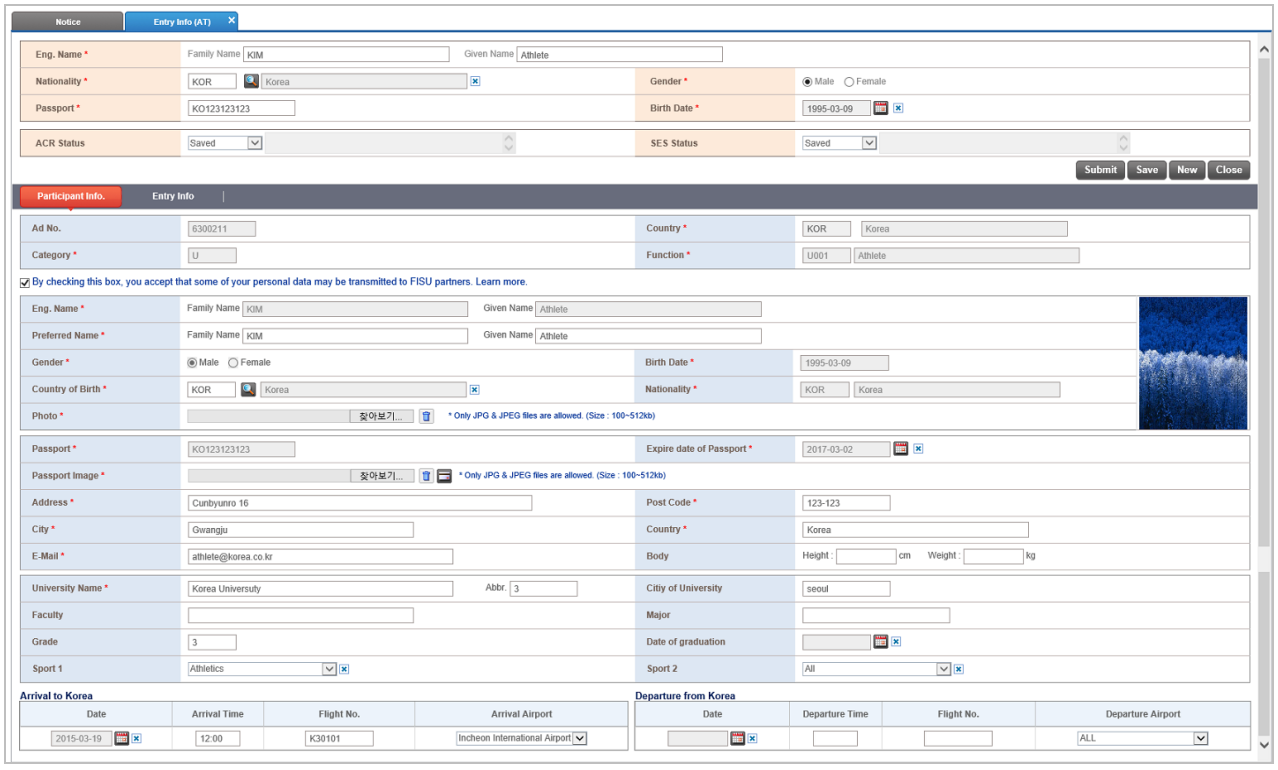
Step 3. Participant Details

Select sports > Select AT(Athletics) > Participants List > Select a participant from the list

The screen for the participant details is divided into two sections:

- at the top, accreditation status is displayed and general details are displayed
- at the bottom, the section consists of two different tabs, Participant Info. for entering the athlete's personal information, Entry Info. for entering participating event and records or ranks from past performances.

Tab [Participant Info.] Personal Information

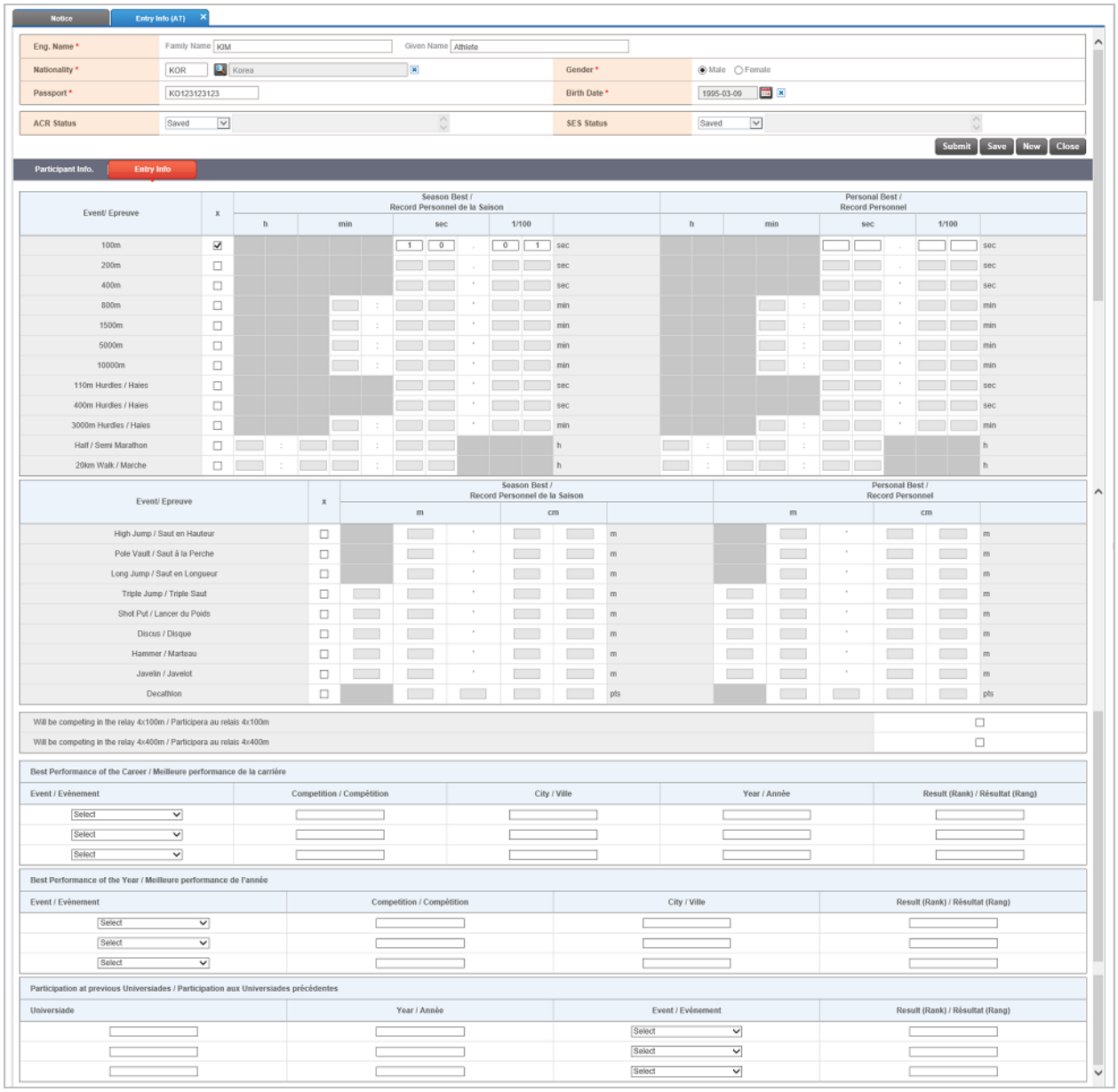


This screen is for searching and modifying the personal registration information and arrival/departure information. You can modify the information entered and resave.

If the ACR status is "**Saved**" or "**Rejected**", you are allowed to modify the information.

If the status is "**Submitted**" or **"Approved",** modification is not allowed.

Tab [Entry Info] Sports Entry Information



This screen is for registering or modifying the participanting event, record and award history.

In case of athletics, you can select the participating event and enter season best and personal bests. (*if there is any) At the bottom, you can enter the career bests from other competitions.

If the SES status is "**Saved**" or "**Rejected**", you are allowed to modify the information.

If the status is "**Submitted**" or **"Approved",** modification is not allowed.

- [Submit] button

If there are no more changes to be made on the Participant Info tab and the Entry Info tab, the form can be submitted by clicking [**Submit**] button.

There is no separate application for each tab, but two tabs make one application for a participant.

- [Save] button

Save all the information entered into the Participant Info tab and the Entry Info tab.

There is no need to click on the Save button for each tab. The [SAVE] function is for both of the tabs.

- [New] button

In order to register a new participant for the same sport, click the [**New**] button.

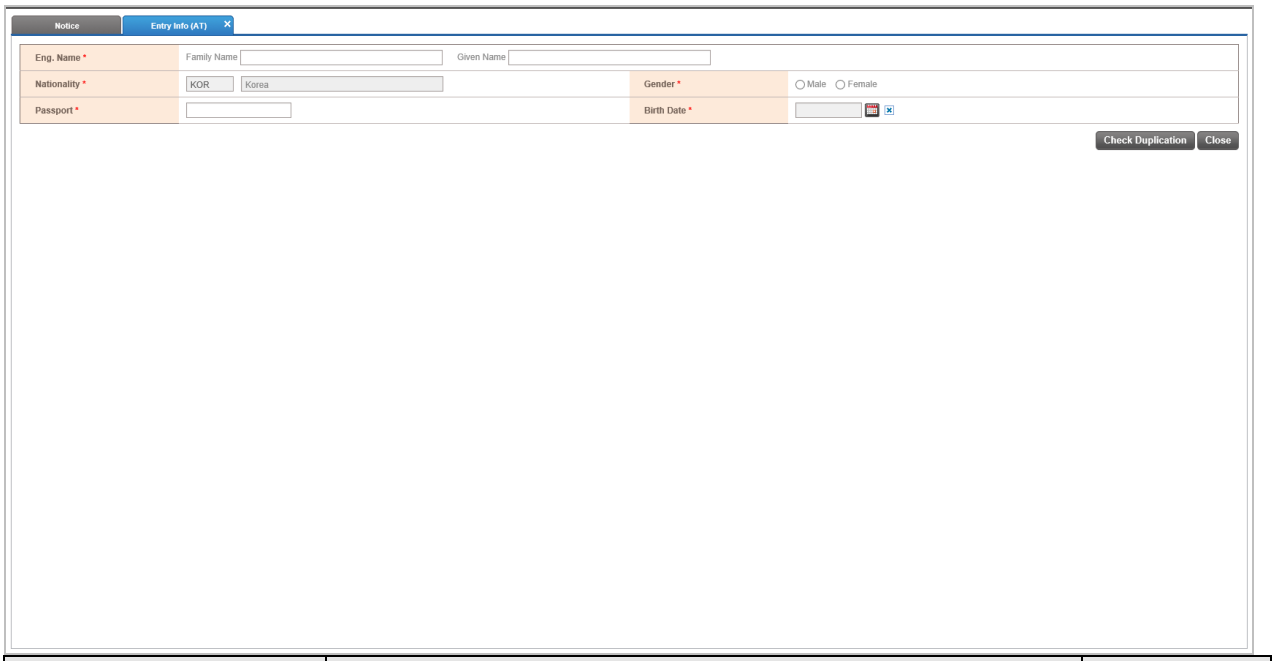
- [Close] button

In order to return to the participants list, click the [**Close**] button.

Step 4. Register participating athlete

1) Select sports > Select Athletics > Click [Register] button

2) Select sports > Select Athletics > Participant List > Select Participant from List > Click [New] button



Fields	Description	Compulsory
Eng. Name	English Name *** Family Name (성), Given Name (이름)**	Y
Gender	Gender (Male, Female)	Y
Birth Date	Date of Birth (YYYY-MM-DD)	Y
Nationality	Country code and name ***** User's country name is automatically displayed.	Y
Passport No.	Passport number	Y

First of all, in order to register a participant, duplication check procedure shoud be done.
After the information is entered, click [**Check Duplication]** button to perform the check.
If the data already exists, the existing data will be shown, otherwise a new form will be displayed.

For the Nationality, NUSF country code is pre-selected.

There are restrictions in entering the participant's date of birth.
All participants must satisfy the following conditions:

- For all sports: date of birth must not be earlier than **1987.01.01 (YYYY.MM.DD)** and be no later than **1997.12.31 (YYYY.MM.DD).**
- For basketball only: date of birth must not be earlier than **1991.01.01 (YYYY.MM.DD)** and be no later than **1997.12.31 (YYYY.MM.DD).**

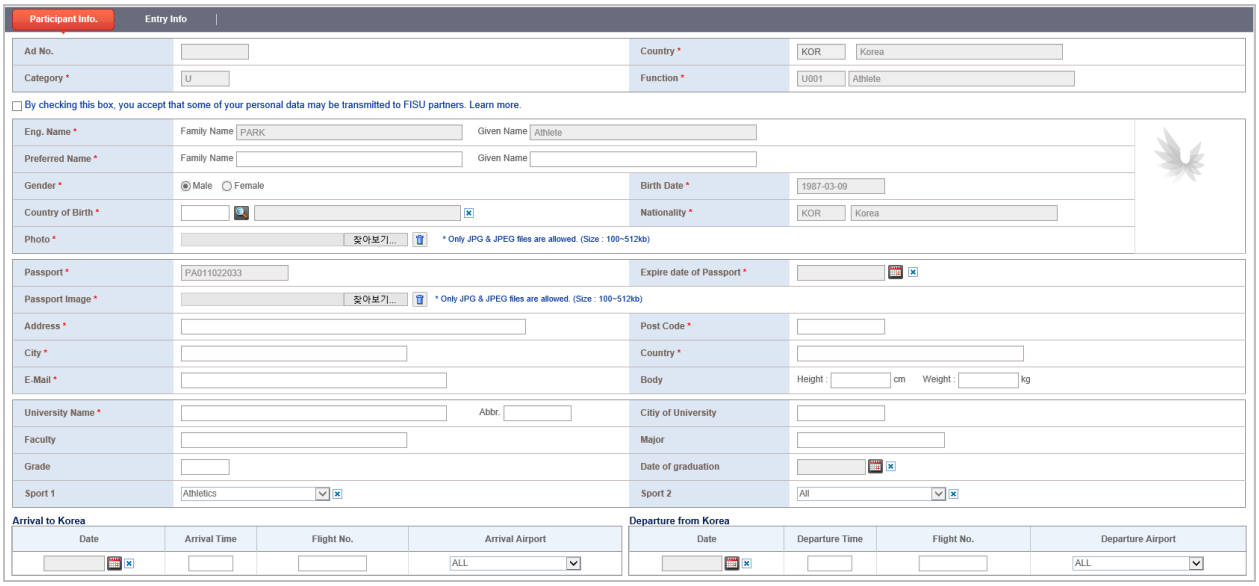
If you input the age that violates the conditions, "Only participants aged 17 to 28 can be registered" message will be displayed and cannot proceed with the application.

Step 5. Entering personal information of the participant

1) Select sports > Select sports (e.g. Select AT(Athletics)) > Click [Register] button > Check Duplication

2) Select sports > Select sports (e.g. Select AT(Athletics)) > Participants List > Select a Participant from the List > Participant Details > Click [New] button > Check Duplication

<Personal information entry – Participant Info. tab>



The above screen is for personal information and arrival/departure plan of the participant. Desciptions for each field are as follows:

1) Participant Information

Fields	Description	Compulsory
Ad No	Accreditation number *** Automatically granted after saving application.**	N
Country	NUSF country information *** Country information is automatically displayed**	Y
Category	Category information for participants *** In case of athlete, category is automatically displayed as 'U'.**	Y
Function	Function information for participants *** in case of athlete, automatically displayed as 'U001 Athlete'**	Y

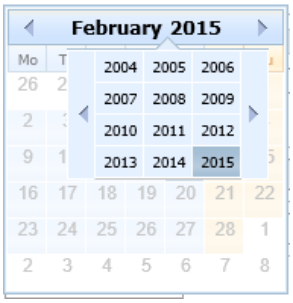
Fields	Description	Compulsory
Collection of personal information agreement	Check if you agree that the personal information of the participant can be provided to FISU partners. *** Data cannot be saved until it is checked and agreed.**	Y
Eng. Name	English Name *** Family Name, Given Name** *** After duplication check, the name is fixed and cannot be edited.**	Y
Preferred Name	English Name(Name used on the AD Card) *** Family Name, Given Name**	Y
Gender	Gender (Male, Female) *** After duplication check, the gender is fixed and cannot be edited.**	Y
Birth Date	Date of Birth (YYYY-MM-DD) *** After duplication check, the date of birth is fixed and cannot be edited.**	Y
Country of Birth	Code of the Country of Birth *** If you enter 3 digits for the country code, the name of the country will be automatically displayed.** *** Or Select country at the search popup by clicking button**	Y
Nationality	Code of Nationality *** After duplication check, the nationality is fixed and cannot be edited.**	Y
Photo	Select image file *** Only JPG/JPEG file format is allowed and file size is limited to 100-512kb**	Y
Passport No.	Passport number *** After duplication check, the passport number is fixed and cannot be edited.**	Y
Expire date of Passport	Expiry date of Passport * **If passport expiry date is before 2016-01-01, a warning message will be generated stating that the remaining expiry date should be over 6 months**	Y
Passport Image	Scanned copy of the passport *** Only JPG/JPEG file format is allowed and file size is**	Y

Fields	Description	Compulsory
	limited to 100-512kb	
Address	Residential address	Y
Post Code	Residential post code	Y
City	Residential city	Y
Country	Residential country	Y
E-mail	E-mail address	Y
Body	Body size (height, weight)	N
University Name	Name of university * Abbreviation for university name(mandatory)	Y
City of University	Location of university	N
Faculty	Faculty	N
Major	Major	N
Grade	Grade	N
Date of graduation	Date of graduation	N
Sport1	Participating sport 1 *** When entered, selected sport is displayed**	Y
Sport2	Participating sport 2 *** When participating in two sports, they are displayed in sport1 and sport 2**	N

** Selecting Date

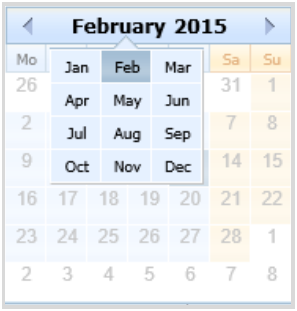
1) Choose Year

E.g.) When you click '2015' (year field) on the calendar, 12 years are shown as the image below. If you click one of the arrows, you will find the year that you intend to choose.

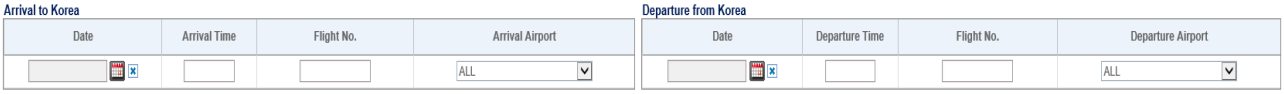


2) Choose Month

e.g.) when you click 'February' (month field) on the calendar, 12 months are shown as the image below. Choose the month.



2) Travel Information

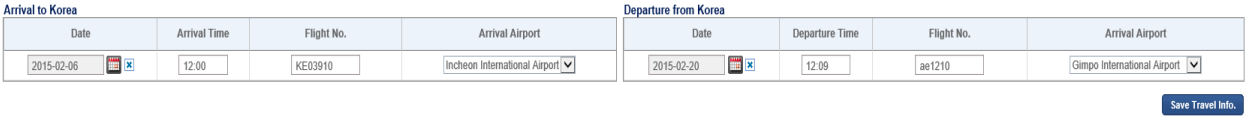


Fields	Description	Compulsory
Arrival to Korea	- Date: Arrival date - Arrival Time: (e.g., HH:MM) - Flight No. : Flight number - Arrival Airport: Choose arrival airport	N
Departure from Korea	- Date : Departure date - Departure Time : (e.g., HH:MM) - Flight No. : Flight number - Departure Airport: Choose departure airport	N

**** When entering travel information:**

All the data must be entered in the boxes for the Arrival to Korea field and the Departure from Korea field.

**** To modify Travel Information after registration status is approved**



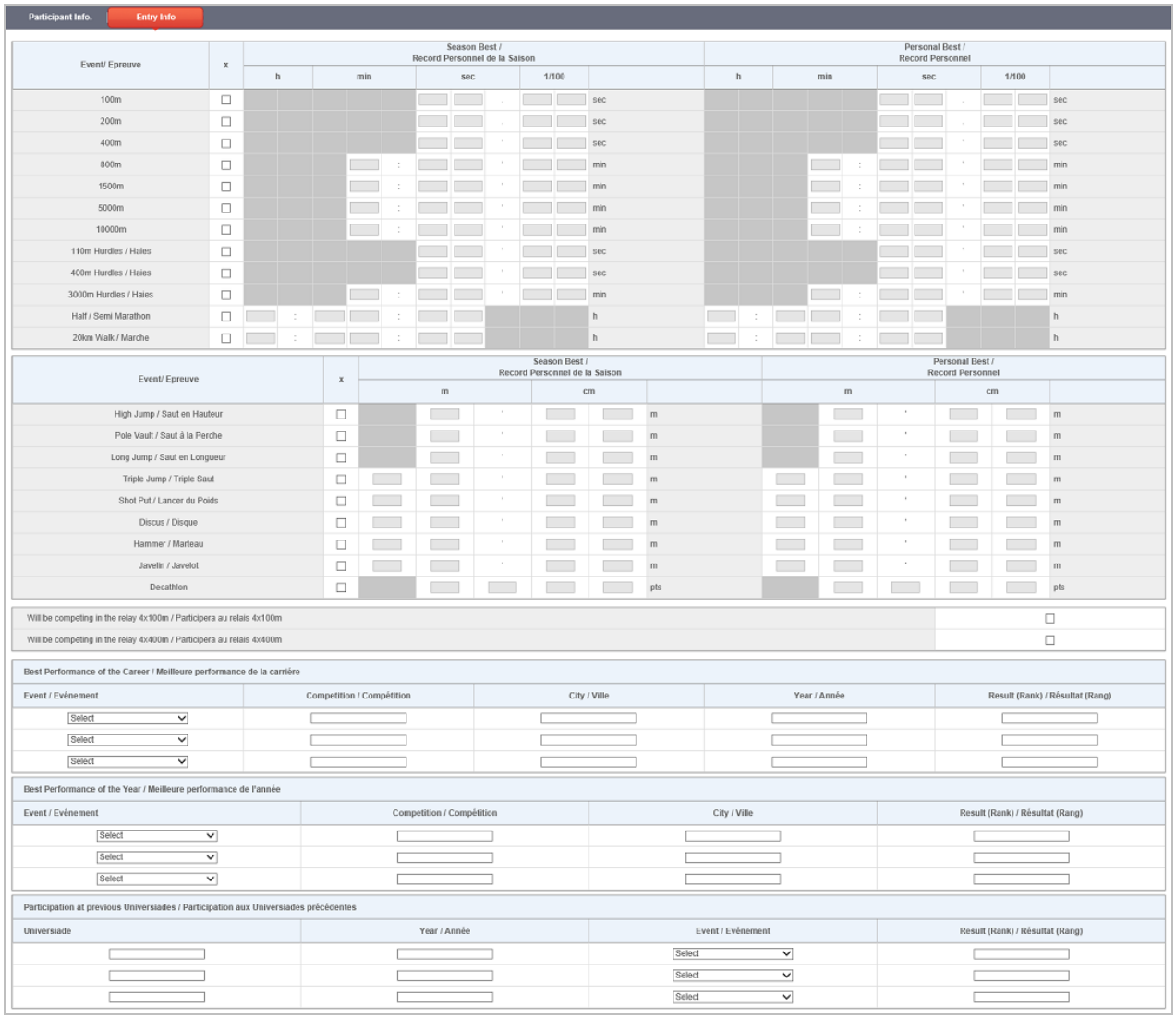
Once both of ACR and SES data are approved, [**Save Travel Info.**] button is shown on the bottom right corner. If you click the [**Save Travel Info.**] button after entering or modifiying travel information, travel information will be stored.

Step 6. Sports Entry Information

1) Select sports > Select sports (e.g. Select AT(Athletics)) > Click [Register] button > Check Duplication > Select Entry Info. Tab

2) Select sports > Select sports (e.g. Select AT(Athletics)) > Participants List > Select participant from the list > Participant Details > Click [New] button > Check Duplication > Select Entry Info. Tab

<The screen for entering information on the sports entry form>


Participant Info.
Entry Info
Event/ Epreuve
Season Best / Record Personnel de la Saison
Personal Best / Record Personnel
100m
200m
400m
800m
1500m
5000m
10000m
110m Hurdles / Haies
400m Hurdles / Haies
3000m Hurdles / Haies
Half / Semi Marathon
20km Walk / Marche
High Jump / Saut en Hauteur
Pole Vault / Saut à la Perche
Long Jump / Saut en Longueur
Triple Jump / Triple Saut
Shot Put / Lancer du Poids
Discus / Disque
Hammer / Marteau
Javelin / Javelot
Decathlon
Will be competing in the relay 4x100m / Participera au relais 4x100m
Will be competing in the relay 4x400m / Participera au relais 4x400m
Best Performance of the Career / Meilleure performance de la carrière
Event / Evénement
Competition / Compétition
City / Ville
Year / Année
Result (Rank) / Résultat (Rang)
Best Performance of the Year / Meilleure performance de l'année
Participation at previous Universiades / Participation aux Universiades précédentes
Universiade

If you check the events that they wish to participate in, the fields for Season Best and Personal Best will be activated.

You need to check all the participating events (individual, team) and enter the relevant records or ranks if there is any.
Regarding the lower part of screen, there are 3 major input sections for the athlete's history which includes best performance of the career, best performance of the year, and participation details from the previous Universiades.
For the best performance of the career, you can enter the competition name, city, year, and results.
For the best performance of the year, you can enter details.
You can enter the participation history from the previous Universiades.

Step 6. Saving and Submitting participant details

- [Submit] button

If there are no more changes to be made on the Participant Info tab and the Entry Info tab, the form can be submitted by clicking [**Submit**] button.

There is no separate application for each tab, but two tabs make one application for a participant.

- [Save] button

Save all the information entered into the Participant Info tab and the Entry Info tab.

There is no need to click on the Save button for each tab. The [SAVE] function is for both of the tabs.